



**Washington State Criminal Justice Training Commission
Basic Law Enforcement Equivalency Academy (0090-5)
Spokane, Washington
November 30, 2015 – December 11, 2015**

APPLICANT INSTRUCTIONS

Arrival: Attendees are to report at **8:00 AM** on **Monday, November 30, 2015** to our WSCJTC satellite located at the Spokane Police Academy. The address is 2302 N. Waterworks St., Spokane, WA 99212

Attire: Attendees will be required to wear their *daily* uniform throughout the academy, including duty belt and weapon.

Attendance: Attendees will be expected to attend the full Equivalency Academy.

Travel: Travel will be the responsibility of the attendee or his/her department.

Lodging & Meals: Academy students whose home agency is in **excess** of forty (40) miles, as computed by the Commission, from the Criminal Justice Training Center are considered non-commuting attendees. These students are therefore eligible to receive full meal service and lodging as provided by the WSCJTC, as outlined in RCW 43.101.200 (2). *"Except as otherwise provided in this chapter, the commission shall provide the aforementioned training together with necessary facilities, supplies, materials, and the board and room of non-commuting attendees for seven days per week."*

Full food service will be provided to the eligible live-in recruits. **Please note: Dinner will be served if the applicant checked-in the night before the start of the Academy followed by breakfast, lunch & dinner on each full day of class. The same will apply for the final day, unless otherwise noted.** If an eligible student declines live-in status, or wishes to make alternative arrangements, such as residing with family or friend, the WSCJTC must be notified as early as possible and before Academy attendance.

Linens will be provided; however, applicants are required to provide their own towels, laundry soap, and toiletries.

Recruits lodging at the Academy are required to check in at the reception desk one day prior to the first day of class at 1400 hrs. If you are unable to check in at this time, please contact the BLEA Registrar (206) 835-7299 or via email at blearegistrar@cjtc.state.wa.us by 1600 hrs. on the Thursday prior to check-in.

DO NOT BRING FIREARMS OR AMMUNITION INTO COMMISSION-PROVIDED HOUSING;
LIVE-IN ATTENDEESS WILL BE PROVIDED A GUN LOCKER AT OUR RANGE FACILITY.

Emergency Contact: Attendees should advise their families and departments how to reach them in the event of an emergency. Please have the caller identify the class, by name and session number, that you are attending.

Washington State Criminal Justice Training Commission
(509) 742-8100
7:30 a.m. to 4:00 p.m., Monday-Friday

During the hours of 4:00 p.m. to 7:00 a.m., and **only in the event of an actual emergency**, please call 911. For non-emergency services, contact the Spokane Police Department at (509) 625-4100 advising them whom you are attempting to contact and a detailed message.

Responsibility for Injuries: Although the director and staff of the WSCJTC and instructors will at all times maintain a high degree of care for the safety of all persons attending the Academy, it must, of course, be understood that neither the WSCJTC nor any of the cooperating agencies can or will assume financial responsibility for injuries or illness suffered as a result of any training received, nor can or will be responsible for any loss to attendees as a result of damage to their property through fire, theft, or other causes. Each attendee must understand that this training is at his/her own risk.